



First Steps System Point of Entry (SPOE)

Monthly Invoice



Instructions: Due date for the invoice will be no later than 10 calendar days after the end of each month for which the service is provided.

SUBMIT INVOICES TO:		Missouri Department of Elementary & Secondary Education Special Education Funds Management P.O. Box 480 Jefferson City, MO 65102	
Invoice No. (use a unique number with each invoice submitted):			
Name of SPOE (as listed on State Contract):			
SPOE Region:			
Invoice Month/Year:			
Firm Fixed Price Per Month:			
Provider Signature:			Date:
Employers Federal ID#:			
DESE USE ONLY			
DESE Approval: _____			
		Signature	Date
Accounting Information: _____			